

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **JUVENILE DRUG COURT OFFICER**

Department: Juvenile Probation  
FLSA Designation: Non-Exempt

Pay Grade: 3  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Administers drug tests to juvenile offenders; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to administer drug tests to juvenile offenders being supervised through the Drug Court. Drug tests are performed through urinalysis, which requires direct visual supervision; therefore Drug Court Officers are assigned a case load by sex of the offender. The work is performed under the direct supervision of the Drug Court Coordinator and general supervision of the Juvenile Chief Probation Officer. The principal duties of this class are performed in a general office environment and in the field.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Tracks assigned juvenile offenders to administer required periodic drug testing by obtaining and testing a urine sample from the offender;
- Administers drug test by obtaining a urine sample under direct observation and performing a chemical analysis on site;
- Records test results and enters results into offender's file;
- Performs tests in offender's home, school, or other site, as needed;
- Notifies designated supervisor of test results;
- Prepares and maintains files for court, status, or other hearing;
- Documents and maintains records of all contacts with offenders;
- Performs telephone curfew checks of selected offenders, as assigned;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Drug testing processes, procedures, techniques, and methodology;
- Federal, Idaho, and County statutes, laws, codes, and regulations governing juvenile arrest, detention, probation/parole;
- Court practices and procedures;

- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Operation of standard office equipment, including a personal computer
- Operation of specialized drug sample collection and testing equipment;
- Operation of a motor vehicle.

Ability to:

- Monitor an assigned case load of drug offenders, as assigned;
- Track offenders and administer drug tests (urinalysis or other designated methodology) under direct supervision;
- Perform testing and analysis procedures;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Maintain accurate files of testing, analysis, and results;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, supervisors, other County employees, school administrators, the public, and other County and state agencies;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate specialized drug collection, testing, and analysis equipment;
- Operate a motor vehicle;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Some experience in probation monitoring, social service, or court-related behavioral services is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license is required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe offenders during drug testing, and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, operate a motor vehicle, and operate specialized drug collection and analysis equipment;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office and field environment.